



# DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20381 -0001

IN REPLY REFER TO  
NAVAIRINST 4210.1  
AIR-5112  
21 Aug 89

## NAVAIR INSTRUCTION 4210.1

From: Commander, Naval Air Systems Command

Subj: ACQUISITION STREAMLINING

Ref: (a) DOD Directive 5000.43 dtd 15 Jan 86 (NOTAL)  
(b) SECNAVINST 4210.6A  
(c) SECNAVINST 4210.7A  
(d) ASSTSECNAV(SL) memo dtd 2 Apr 86 (NOTAL)

Encl: (1) Streamlining Fact Sheet  
(2) Acquisition Program Streamlining Certification  
Procedures  
(3) Acquisition Streamlining (A/S) Certification Sheet

1. Purpose. To establish policy and assign responsibility within the Naval Air Systems Command (NAVAIR) for the Acquisition Streamlining Program and to provide procedures for certification of streamlined acquisition programs.

### 2. Information

a. Reference (a) defines the Acquisition Streamlining Program and establishes the policies, strategies, and responsibilities for life-cycle streamlining of solicitation and contract requirements.

b. Reference (b) requires that acquisition programs be certified for streamlining prior to the Full Scale Development (FSD) decision.

c. Reference (c) defines non-development items (NDI), establishes policies for incorporating NDI in acquisition programs, and assigns the advocacy role within the Acquisition Streamlining Advocates' responsibility.

### 3. Policy

a. References (a), (b), and (c) will be used in formulating plans and documentation for all acquisition programs.



S/N 0808LD0546060

21 Aug 89

b. NAVAIR acquisition programs will be

(1) streamlined appropriate to the phase of the program as directed by reference (a);

(2) reviewed for implementation of references (a), (b), and (c) principles and policies during all program phases; and

(3) certified as being streamlined prior to entering FSD per reference (b).

4. Responsibilities

a. Naval Air Systems Command Headquarters (NAVAIRHQ)

(1) Commander, Naval Air Systems Command (AIR-00) will

(a) as Chairperson of the Acquisition Review Board (ARB) and Program Management Reviews (PMR's), ensure that acquisition streamlining principles and policies of references (a) and (c) have been implemented in the acquisition programs submitted for approval and review; and

(b) per reference (d), certify Acquisition Category (ACAT) I and ACAT II programs about to enter FSD to the Assistant Secretary of the Navy (Shipbuilding and Logistics) (ASSTSECNAV(SL)) Specification Control Advocate General of the Navy (SPECAG) as having been streamlined.

(2) Assistant Commander for Systems and Engineering (AIR-05), as the NAVAIR Acquisition Streamlining Advocate, will

(a) establish and maintain a budget for acquisition streamlining and fund projects as appropriate;

(b) advise AIR-00 or the NAVAIR Acquisition Executive and Deputy Commander for Operations (AIR-01) of the adequacy of the acquisition managers' acquisition streamlining actions as presented at the ARB, PMR's, or the Acquisition Program Review Board (APRB);

(c) certify ACAT III and lesser programs about to enter FSD to the SPECAG as having been streamlined; and

(d) forward recommendations to AIR-00 for certification of ACAT I and ACAT II programs to the SPECAG.

21 Aug 89

(3) Principal Deputy Acquisition Streamlining Advocate (AIR-5112) will

(a) ensure the appropriate training of acquisition personnel to implement the acquisition streamlining policies;

(b) ensure the review of all system and equipment acquisitions at each phase to ensure implementation of the provisions of references (a), (b) and (c);

(c) coordinate and review the submission of NAVAIRHQ and field activity fact sheets (enclosure (1)) and annual DOD and Navy streamlining award nominations.

(d) review and forward field activity acquisition streamlining certifications to the SPECAG; and

(e) perform periodic reviews of field activity acquisitions to ensure consistent application of NAVAIR policies.

(4) AIR-01, as Chairperson of the APRB, will

(a) ensure that acquisition streamlining principles and policies of references (a) and (c) have been implemented in the acquisition program submitted for approval; and

(b) ensure that ACAT III and lesser acquisition programs entering FSD have been certified for streamlining by AIR-05 prior to granting program approval.

(5) AIR-01, Assistant Commander for Contracts (AIR-02), Assistant Commander for Fleet Support and Field Activity Management (AIR-04), and Comptroller (AIR-08) will appoint Deputy Acquisition Streamlining Advocates to assist AIR-5112 in

(a) reviewing applicable portions of NAVAIR acquisition plans (AP's) and requests for proposals (RFP's) to ensure that streamlining/NDI policies of references (a) and (c) are being implemented in all NAVAIR acquisition programs; and

(b) coordinating and reviewing the quarterly submission of headquarters and field activity fact sheets (enclosure (1)) and annual DOD and Navy streamlining award nominations.

b. Heads of NAVAIR field activities will

(1) appoint an Acquisition Streamlining Advocate (GS-14 or above) and advise NAVAIRHQ (AIR-5112) of the activity's streamlining point of contact;

(2) forward copies of all acquisition streamlining implementation documentation to NAVAIRHQ (AIR-5112);

(3) ensure that the streamlining/NDI principles and policies of references (a), (b), and (c) are incorporated in all NAVAIR assigned acquisition programs consistent with the program phase;

(4) certify all NAVAIR assigned acquisition programs using the criteria detailed in enclosure (2) and forward the certification memorandum, via the NAVAIRHQ tasking code, to NAVAIRHQ (AIR-5112); and

(5) forward copies of solicitation documentation for NAVAIRHQ review when requested by NAVAIRHQ (AIR-5112).

c. NAVAIRHQ Acquisition Managers will


(1) implement the streamlining principles and policies of references (a), (b), and (c) in all acquisition programs regardless of program phase; and

(2) obtain FSD acquisition program streamlining certification using the enclosure (2) procedures.

5. Certification Procedures. Procedures for certifying acquisition programs for streamlining are delineated in enclosure (2). The Acquisition Streamlining (A/S) Certification Sheet (enclosure (3)) will be signed by the acquisition manager and the delegated Deputy Acquisition Streamlining Advocates.

6. Action. Heads of NAVAIR field activities, NAVAIRHQ acquisition managers, and their acquisition team (e.g., contracts and logistics personnel) will report the streamlining actions taken on NAVAIR programs and the estimated cost savings and/or avoidance resulting from these actions. These will be summarized in the enclosure (1) fact sheet format and submitted quarterly to NAVAIRHQ (AIR-5112). This includes work done on the initial contract and contract options exercised during the quarter. The estimated costs contained in the last approved AP will be used as the baseline. The fact sheets will be submitted within 15 days after the end of the quarter.

7. Reports. The requirements contained herein are exempt from reports control by SECNAVINST 5214.2B.

  
J. B. WILKINSON  
Commander

21 Aug 89

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SNDL: FKAlA (Deputy Commander, NAVAIR Acquisition Executive and  
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FACT SHEET

Subject: Acquisition Streamlining Achievement for \_\_\_\_Qtr, FY\_\_\_\_

Program:

ACAT:

Current Phase:

Manager:

Point of Contact:

Background:

Detailed Streamlining Measures:

Estimated Cost Savings/Avoidance:

1) Streamlining

2) NDI

Cost Baseline (e.g., Approved Acquisition Plan # \_\_\_\_\_)

Enc1 (1)

## ACQUISITION STREAMLINING CERTIFICATION PROCEDURES

1. Streamlining certification. All NAVAIR acquisition programs must be compliant with the principles and policies of DOD Directive 5000.43 and SECNAV Instruction 4210.7A. Programs entering FSD must be certified to the SPECAG prior to the milestone (MS) II decision.

a. ACAT I AND ACAT II programs entering FSD (MS II) will be certified to the SPECAG by AIR-00.

b. ACAT III and lesser programs entering FSD will be certified to the SPECAG by AIR-05.

c. Heads of NAVAIR field activities will certify their programs to the SPECAG via NAVAIRHQ (AIR-5112).

2. Implementation. Acquisition managers will ensure their acquisition programs are streamlined by implementing acquisition streamlining and NDI policies of DOD Directive 5000.43 and SECNAV Instruction 4210.7A during formulation of strategy, plans, and acquisition documentation (i.e. AP's, specifications, RFP's, contracts).

3. Criteria. The following review criteria will be used in certifying NAVAIR acquisition programs (see enclosure (3)). These criteria also should be used as guidelines in formulating strategies and preparing acquisition documentation.

a. Streamlining Philosophy Defined and Implemented. The AP will be reviewed to determine what actions have been taken or are planned to obtain continued industry involvement in streamlining the acquisition; avoid imposition of "how-to" design and "how-to" manage requirements; impose requirements consistent with the approved Operational Requirement (OR); restrict specification tiering; utilize NDI; maintain data requirements within appropriate bounds; and otherwise reduce acquisition cost/schedule while still obtaining a quality product. The RFP will be reviewed to ensure that the actions planned have been implemented in the acquisition documentation.

b. Specification Tailoring. All specifications will be reviewed for tailoring (no "blanket" imposition). In addition to the end item specification, the Test and Evaluation, Reliability/Maintainability, and Integrated Logistics Support Detail Specifications (ILSDS) will be reviewed. Specifications will be reviewed to ensure that the specification is performance oriented with no "how-to"; tiering has been restricted to tier

21 Aug 89

zero for Demonstration/Validation, tier one for FSD, and tier two for production; design flexibility appropriate to the program phase is permitted; and the requirements are clear and non-contradictory.

c. Data Requirements Tailoring. The Contract Data Requirements List (CDRL) will be reviewed to ensure that the Data Requirements Review Board has completed their action; there is evidence of acceptance of contractor format; timing and quantities are consistent with program requirements; data updates rather than full new documents are specified when appropriate; the requirements are consistent with the program phase; and the NAVAIR review and approval time limits are set. This review will include both firm and provisional contract line item data requirements.

d. Quantity of Management and Technical Reviews. The RFP will be reviewed for evidence that the scheduled management and technical reviews are coordinated to avoid successive reviews of individual portions of the program. There should also be provisions for abbreviated (or elimination of) audits, reviews, and/or inspections of contractor programs and procedures which have been recently approved or certified by appropriate authorities. Contractor performance rather than NAVAIR enforcement should be specified.

e. Value Engineering and Warranty Clauses. The RFP will be reviewed for evidence that appropriate clauses are included in the contract and reflected in the statement of work (SOW), specifications, and CDRL. Warranties and performance guarantees should allow relaxation of certain management oversight requirements as well as some test and inspection requirements.

f. RFP/Specifications Match Operational Requirements. The AP, RFP, and specifications for development programs will be reviewed for evidence that the stated requirements match those of the approved OR. This will include consideration of levels of performance, defined thresholds, operational scenario ramifications, initial operational capability date, logistic considerations, interfacing component schedules, use of NDI and the defined acquisition strategy. System level requirements should be specified consistent with the performance, effectiveness, and suitability requirements.

g. Contract Incentives/Provisions. The RFP will be reviewed for evidence of incentives to motivate the contractor towards streamlining the program. The incentives should be positive, not merely lack of penalty. Provisions and guidelines for submittal of contractor recommended streamlined alternative methods of meeting the requirement and cutting cost should be included, as



should the requirement for the contractor to submit recommendations for streamlining follow-on contracts during the then-current contract period. No element of the acquisition should be exempt. The RFP should also contain guidance on specification tiering restrictions.

h. Proposal Streamlining Volume. The RFP will be reviewed to ensure that the contractor is required to submit a separate volume which contains streamlining recommendations for cutting cost and/or schedule through alternative designs, various trade-offs, substitution of equipments and components, elimination of non or counter productive requirements, and so on. The proposal evaluation criteria or plan should indicate that the contractor recommendations will have a bearing on source selection.

i. NDI Emphasis. The RFP will be reviewed to ensure that the contractor has the option to propose NDI to fulfill the performance requirements of the specifications. If the OR specifies NDI, or a derivative thereof, the specifications will be reviewed to ensure implementation.

j. SOW Clarity and Conciseness. The SOW will be reviewed to ensure it conforms to MIL-STD-245. It will also be reviewed to ensure that it is task and performance oriented without directions on "how-to" design the product and "how-to" manage the program.

k. Logistics Requirements. The RFP, ILSDS, and SOW will be reviewed to ensure that the program and SOW have been tailored to the OR; the contractor is provided with the flexibility to propose alternative support concepts; and the proposal streamlining alternatives will be included in the proposal streamlining volume.

4. Required Documentation. Draft acquisition documentation will be forwarded to NAVAIRHQ (AIR-5112) for acquisition streamlining review prior to the formal issuance of a solicitation. The acquisition manager will complete and sign the top portion of enclosure (3), Acquisition Streamlining (A/S) Certification Sheet. NAVAIRHQ (AIR-01), (AIR-02), (AIR-04), and (AIR-05) Deputy Acquisition Streamlining Advocates (acting in conjunction with the acquisition manager, procurement contracting officer, assistant program managers for logistics and for systems and engineering as appropriate) will ensure that their portion of the program has been streamlined and sign enclosure 3. After the certification sheet has been signed by the Deputy Acquisition Streamlining Advocates, the acquisition manager will prepare a certification memorandum for signature of AIR-00 or AIR-05 as appropriate. The memorandum will be addressed to the SPECAG and will cite conformance with the directives, specific streamlining

NAVAIRINST 4210.1

21 Aug 89

actions taken and potential cost avoidance. The memorandum, along with the final acquisition documentation, will be forwarded to NAVAIRHQ (AIR-5112) for processing.

21 Aug 89

## ACQUISITION STREAMLINING (A/S) CERTIFICATION SHEET

FOR \_\_\_\_\_  
                     (PM)                      (ACAT)                      (PROGRAM)

(signature) \_\_\_\_\_  
 Acquisition Manager

(signature) \_\_\_\_\_ (code) \_\_\_\_\_ (date) \_\_\_\_\_  
 AIR-01 Deputy A/S Advocate - Certification of Program Management

- \* A/S Philosophy Defined/Implemented
- \* AP/RFP Match Op Requirement
- \* RFP requires contractor A/S
- \* RFP includes A/S incentives
- \* Mgmt/Tech reviews/reports streamlined

(signature) \_\_\_\_\_ (code) \_\_\_\_\_ (date) \_\_\_\_\_  
 AIR-02 Deputy A/S Advocate - Certification of Contract

- \* Industry Involvement
- \* Incentives
- \* Specification Tier Limitation
- \* NDI Clause
- \* Proposal Streamlining Volume

(signature) \_\_\_\_\_ (code) \_\_\_\_\_ (date) \_\_\_\_\_  
 AIR-04 Deputy A/S Advocate - Certification of Logistics

- \* A/S philosophy defined/implemented
- \* Industry A/S alternatives considered
- \* CALS initiatives/digital data requirements implemented
- \* Common data elements definitions utilized
- \* Logistics stds and specs tailoring/tiering limitation
- \* Data requirements tailored and reflected on CDRLs
- \* Logistics meetings and reviews are minimized
- \* OR requirement matches support concept
- \* ILSDS clear, concise and no "how-to" requirements
- \* Lessons learned applied from previous logistics A/S

(signature) \_\_\_\_\_ (code) \_\_\_\_\_ (date) \_\_\_\_\_  
 AIR-05 Deputy A/S Advocate - Overall Program Streamlining and System Engineering.

- \* Spec tailoring/tiering limitation
- \* Data reqts. tailoring
- \* Overall A/S